



CARYN COVE MALLOY  
DIRECTOR OF HUMAN RESOURCES

# **TOWN OF ARLINGTON**

## **DEPARTMENT OF HUMAN RESOURCES**

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# **PAY AND CLASSIFICATION PLAN**

**FISCAL YEAR 2018**

**7/1/17 – 6/30/18**

*June 2017*



**SEIU**  
**ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL**  
**CLASSIFICATION PLAN**

<b>GRADE</b>	<b>POSITION TITLES</b>	<b>GRADE</b>	<b>POSITION TITLES</b>
ATP-14	DP Systems Manager	ATP-7	Local Building Inspector Senior Programmer Tech Resource Admin- Hous. & Disability Supervisor of Bldg Maintenance Supervisor of Motor Equip. Repairs Park Maintenance Supervisor Forestry Supervisor Cemetery Supervisor Supervisor of Recreation Recreation Facilities Supervisor Network and Desktop Support Technician Project Manager - HHS
ATP-13	NO POSITIONS ASSIGNED		
ATP-12	Operations Manager - DPW		
ATP-11	Executive Director - COA Production Coordinator/Comp. Op. (SS) Supt. Of Building Maintenance Deputy Treasurer/Deputy Collector		
ATP-10	Dir of Housing and Disability – Weath Senior Civil Engineer		
ATP-9	Supervisor of Highway Supervisor of Water & Sewer Custodial Supervisor – Day Assistant Comptroller	ATP-6	Supervisor of Custodians - Night Senior Crime Analyst – Community Safety Director of Veteran's Services
		ATP-5	NO POSITIONS ASSIGNED
ATP-8	Plumbing and Gas Inspector Master Mech/Public Safety Radio Coord. Wire Inspector/Supt. Of Wires	ATP-4	Administrative Assistant – Police
		ATP-3	Assistant Town Clerk
		ATP-2	NO POSITIONS ASSIGNED
		APT-1	NO POSITIONS ASSIGNED

**SEIU Administrative, Technical and Professional Salary Plan  
FY2018**

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
SEIU/APT 1	34,957	36,268	37,628	39,038	40,502	42,022	43,597	45,233
SEIU/ATP 2	38,842	40,298	41,809	43,376	45,003	46,693	48,442	50,258
SEIU/ATP 3	44,083	45,736	47,454	49,232	51,078	52,995	54,980	57,044
SEIU/ATP 4	50,255	52,140	54,097	56,124	58,231	60,413	62,679	65,029
SEIU/ATP 5	52,770	54,748	56,800	58,934	61,140	63,432	65,813	68,282
SEIU/ATP 6	55,143	57,212	59,357	61,583	63,893	66,288	68,775	71,353
SEIU/ATP 7	57,624	59,787	62,027	64,354	66,768	69,271	71,868	74,563
SEIU/ATP 8	59,643	61,878	64,198	66,606	69,105	71,696	74,384	77,173
SEIU/ATP 9	61,729	64,043	66,445	68,937	71,523	74,205	76,986	79,873
SEIU/ATP 10	63,891	66,286	68,773	71,351	74,026	76,802	79,682	82,671
SEIU/ATP 11	67,722	70,264	72,897	75,631	78,467	81,408	84,464	87,631
SEIU/ATP 12	73,141	75,885	78,728	81,681	84,712	87,922	91,220	94,640
SEIU/ATP 13	78,263	81,197	84,240	87,400	90,675	94,077	97,605	101,268
SEIU/ATP 14	85,305	88,503	91,822	95,265	98,840	102,545	106,390	110,380

**NON UNION/AFSCME  
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL  
CLASSIFICATION PLAN**

<b>GRADE</b>	<b>POSITION TITLES</b>	<b>GRADE</b>	<b>POSITION TITLES</b>
ATP-14	Town Engineer	ATP-5	Health Compliance Off/Sealer of W&M Office Manager – BOS Recycling Coordinator Assess. Off. Mgr. Office Manager – Treas. (Data Input)
ATP-13	Public Information Officer	ATP-4	Sr. Loan Officer Head of Circulation Administrative Asst/Billing Agent HHS HVAC Technician Benefits Administrator Office Manager - Fire
ATP-12	Asst. Director of Planning & Community Development/Housing Director Asst Director of Public Works Purchasing Officer Economic Development Coordinator Systems Analyst/Director of GIS	ATP-3	Animal Control Officer Building Maintenance Craftsman Administrative Asst. – BOS Pre-School Director After School Program Director
ATP-11	Board Administrator Psychologist Director of Youth Services	ATP-2	Water Account Clerk Medical Records Clerk Assistant After School Program Director
ATP-10	Assistant Town Engineer	APT-1	After School Instructor - Recreation
ATP-9	Clinical Director - AYCC		
ATP-8	Geriatric Nurse Clinician Public Health Compliance Officer Youth Coalition Director Public Health Nurse Senior Planner Assistant Director – Human Resources Energy and Project Manager		
ATP-7	Social Worker - COA Health Compliance Off/Inspections Assistant Clinical Director – AYCC Domestic Violence and Community Resource Specialist		
ATP-6	Conservation Administrator Executive Secretary/AA – TM Residential Housing Specialist Junior Civil Engineer CDBG/Grants Administrator Supervisor Vol. Services Management Analyst – Town Manager Administrative Assistant / Claims Coordinator Paralegal Cash Manager Administrative Assistant – Facilities Tree Warden		

# Administrative, Technical and Professional Salary Plan

FY 2018

## NON-UNION / AFSCME

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
ATP 1	34,787	36,091	37,445	38,850	40,308	41,819	43,387	45,012
ATP 2	38,653	40,103	41,607	43,166	44,785	46,465	48,208	50,014
ATP 3	43,873	45,518	47,225	48,995	50,832	52,738	54,714	56,768
ATP 4	50,013	51,889	53,835	55,854	57,948	60,120	62,376	64,715
ATP 5	52,513	54,483	56,527	58,646	60,846	63,127	65,494	67,951
ATP 6	54,877	56,934	59,071	61,285	63,584	65,968	68,441	71,008
ATP 7	57,348	59,497	61,728	64,042	66,444	68,936	71,522	74,203
ATP 8	59,354	61,579	63,889	66,285	68,770	71,350	74,024	76,801
ATP 9	61,431	63,734	66,125	68,604	71,177	73,847	76,616	79,489
ATP 10	63,583	65,966	68,439	71,006	73,668	76,431	79,297	82,272
ATP 11	67,396	69,924	72,545	75,265	78,089	81,017	84,054	87,207
ATP 12	72,788	75,515	78,349	81,289	84,335	87,498	90,780	94,182
ATP 13	77,883	80,804	83,832	86,976	90,239	93,622	97,135	100,776
ATP 14	84,894	88,077	91,379	94,805	98,361	102,051	105,874	109,845

# OFFICE ADMINISTRATIVE CLASSIFICATION PLAN

<b><u>GRADE</u></b>	<b><u>POSITION TITLES</u></b>
OA-1	Telephone Operator
OA-2	Sr. Clerk & Typist - Town Clerk Sr. Clerk & Typist - Assessors Library Assistant Sr. Clerk & Typist – Library
OA-3	Pr. Acct. Clerk/Cashier - Treasurer Pr. Clerk & Typist – Community Safety Output Media Handler Pr. Clerk – Cemetery Pr. Clerk & Sec. - ZBA Sr. Clerk & Typist - Recreation
OA-4	Pr. Clerk – DPW Pr. Acct. Cl./Bk. - DPW Pr. Acct. Cl./Bk. - Comptroller Zoning Assistant Senior Library Assistant Asst. Reg. Voters Detention Attendant HHS Clerk
OA-5	Pr. Clerk & Sec. – Weatherization Administrative Assistant - DPW Head Cashier Junior Accountant Pr. Sr. Acct. Cl./Bk. - Treasurer Asst. Coll. (W) Asst. Coll. (E) Information and Referral Specialist – COA Records Attendent – Police Treasurer's Assistant Special Projects Clerk – Police Assistant Benefits Coordinator - HR
OA-6	Assistant Claims Coordinator - Legal Administrative Assistant - Planning and Community Development Acct./Op. Asst. - DPW Asst. Coll. (RE) Office Manager - Library
OA-7	Data Collector Information Technology Administrative Assistant

**OFFA Salary Plan  
AFSCME and NON-UNION  
FY 2018**

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	30,376	31,514	32,696	33,921	35,194	36,512	37,882	39,302
2	31,893	33,090	34,330	35,617	36,954	38,341	39,777	41,269
3	36,359	37,723	39,137	40,606	42,127	43,706	45,346	47,046
4	37,994	39,420	40,897	42,433	44,023	45,673	47,386	49,165
5	39,705	41,193	42,738	44,342	46,004	47,728	49,518	51,375
6	42,682	44,285	45,945	47,666	49,454	51,308	53,232	55,228
7	45,244	46,941	48,700	50,528	52,422	54,388	56,425	58,541

**680 UNION  
MC  
CLASSIFICATION PLAN**

<b>GRADE</b>	<b>POSITION TITLES</b>
MC 8	Bldg Craftsman (Planning and CD) Working Foreman/Motor Equip. Rep. Electrician Plumber Working Foreman Highway Working Foreman Water & Sewer
MC 7	Motor Equipment Repairman Motor Equip. Repairman - Comm. Safety Working Foreman - Carpenter Working Foreman - Tree Climber Working Foreman - Cemetery Working Foreman - Laborer Working Foreman - Paint Shop Working Foreman - Mason
MC 6	Sr Building Custodian - AHS Public Safety Dispatcher Motor Equipment Operator III - Water Motor Equipment Operator III - Catch Basin Motor Equipment Operator III - Crane Water Systems Maintenance Craftsman Tree Climber
MC 5	Special Motor Equip. Operator III Heavy Motor Equipment Operator II - Patch Crew Carpenter Mason Dispatcher - DPW
MC 4	Senior Building Custodian - Town Construction Handyman Senior Building Custodian - School Heavy Motor Equipment Operator II Park Maintenance Craftsman Facility Attendant
MC 3	Motor Equipment Operator I
MC 2	Bldg Custodian - School
MC 1	Laborer - Natural Resources Grounds Maintenance Worker Laborer - Highway, Water, Sewer Watchman/Laborer Parking Control Officer Van Driver

# **680 MC Positions Salary Plan FY2018**

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6
MC1	17.49	18.19	18.93	19.70	20.48	21.30
MC2	18.83	19.57	20.34	21.17	22.01	22.88
MC3	19.28	20.05	20.88	21.71	22.55	23.46
MC4	19.87	20.66	21.50	22.34	23.23	24.17
MC5	20.60	21.45	22.29	23.19	24.09	25.08
MC6	21.75	22.63	23.52	24.46	25.44	26.47
MC 7	22.73	23.63	24.57	25.56	26.59	27.65
MC8	23.41	24.35	25.30	26.34	27.38	28.47

**PROFESSIONAL LIBRARIANS  
CLASSIFICATION PLAN**

<b>GRADE</b>	<b>POSITION TITLES</b>
L 4	Assistant Library Director
L 3	Head of Adult Services Head of Children's Services Head of Technology
L 2	Head of Technical Services Branch Librarian Teen Services Librarian Technology Librarian
L 1	Adult Services Librarian Adult Services/Tech. Services Librarian Childrens' Librarian

**SALARY PLAN**  
**Fiscal Year 2018**  
**Professional Librarians**

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	48,323	50,136	52,015	53,966	55,991	58,090	60,268
2	54,464	56,506	58,625	60,824	63,104	65,471	67,926
3	59,805	62,047	64,377	66,791	69,295	71,894	74,590
4	67,581	70,116	72,744	75,473	78,303	81,240	84,286

**Patrolmen's Association,  
Ranking Officer's Association,  
and Firefighters'  
Classification and Salary Plans  
Fiscal Year 2018**

<b>PATROLMEN'S ASSOCIATION</b>	
<b>FY18</b>	
MINIMUM	54,639
MIDPOINT	57,353
MAXIMUM	60,094

<b>RANKING OFFICERS ASSOCIATION</b>				
<b>FY18</b>				
	Step 1	Step 2	Step 3	Step 4
SERGEANT	70,901	71,610	72,319	73,028
LIEUTENANT	82,954	83,783	84,613	85,442
CAPTAIN	96,226	97,188	98,151	99,113

<b>FIREFIGHTERS</b>	
<b>FY18</b>	
Firefighter Step 1	52,575
Firefighter Step 2	54,348
Firefighter Step 3	59,073
Firefighter Step 4	59,781
Firefighter Step 5	60,380
Firefighter Step 6	61,104
Lieutenant	70,881
Captain	81,513
Deputy Chief	93,740

# **Management Classification and Salary Plan FY 2018**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	RANGE	Mid-point	Maximum
3	102,011	105,837	109,804	113,923	118,197		122,628	147,410
2	92,737	96,215	99,822	103,567	107,450		111,480	134,010
1	83,698	86,838	90,092	93,473	96,978		100,614	120,948

Management 3    Chief of Police  
 Chief of Fire (Fire and Rescue)  
 Director of Public Works  
 Town Counsel  
 Deputy Town Manager  
 Benefits Attorney/Workers' Compensation Agent  
 Facilities Director  
 Chief Technology Officer

Management 2    Comptroller  
 Library Director  
 Director of Inspectional Services  
 Director of Planning and Development

Management 1    Director of Assessment  
 Director of Human Resources  
 Director of Health and Human Services  
 Director of Recreation  
 Assistant Town Manager

Note: Progression through steps and the range based on performance.